



ROLE DESCRIPTION FOR A MEMBERSHIP SECRETARY

The information below outlines the role, and skills and knowledge to look for in a Membership Secretary.

ROLE

- To sit on the Abingdon Hockey Club committee and to attend meetings.
- To have a vote on the committee.
- To be responsible for the management of the club database of members and their contact details, ensuring that all records are up-to-date.
- To ensure that team captains have up-to-date access to member information regarding emergency contacts and medical history, for use in case of medical emergency or serious injury.
- To ensure that all players are fully paid up members of Abingdon Hockey Club.
- To be a point of contact for members having any enquiries regarding membership.
- To deposit all monies given to the club for membership with the bank in a timely fashion.
- To ensure compliance with any relevant data protection requirements.

EXPERIENCE, KNOWLEDGE & SKILLS

- Good organisation skills.
- Good communication skills.
- Good administration skills.
- Data protection knowledge.